


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Senior Clerk Stenographer</u> CLASSIFICATION CODE: <u>00441300</u></p> <p>SALARY RANGE: <u>Grade 308 A 27,912 - 29,855</u> REFERENCE POSITION NO.: <u>349</u></p> <p>Department or Agency Name: <u>Other Comm. & Agencies</u> APPLICATION PERIOD: <u>09/21/06 - 10/04/06</u></p> <p>Division/Section/Unit: <u>Board of Elections</u></p> <p>Assignment(s) / Comments: <u>Must submit typing certificate with application / 45 wpm 5 minutes</u></p> <p>Shift and Days: <u>Mon. - Fri. Non-standard</u> Job Location: <u>50 Branch Ave. Providence</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>Council 94</u></p> <p>There is <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>		
	General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>• Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	
		Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>See Attached.</p>
			Minimum Education & Experience
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Steve Taylor Board of Elections 50 Branch Ave. Providence, RI 02904</p> <p>Telephone #: <u>222-1911</u> Fax #: <u>222-3135</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>		
			

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Title of Position: Senior Clerk Stenographer**Pay Grade/Range:** 308 A / 27,912 – 29,855**Agency Name:**

Board of Elections

Position Class Code: Unclassified**Job Location:**

Providence

GENERAL STATEMENT OF DUTIES/RESPONSIBILITIES:

The Senior Clerk Stenographer assists in all aspects of day-to-day office administration of the Board of Elections. In addition, the Senior Clerk Stenographer handles investigations under the Rhode Island Campaign Finance Act. Such investigations to be performed at the determination of the Supervising Accountant of Campaign Finance Division. The Senior Clerk Stenographer also works as the analyst for the State Vendor Political Contributions Program pursuant to Title 17, Chapter 27 of the R.I.G.I., with the responsibility for issuing, receiving, reviewing, maintaining, and analyzing all reports and affidavits required under this program, and with the responsibility of reporting on the activities and information related to this program as required by the Supervising Accountant and the Board.

The duties and responsibilities of the Senior Clerk Stenographer shall include, but are not limited to, the following activities:

- Receive and respond to Campaign Finance inquiries including e-mails.
- Accept and process campaign finance data & reports both manually and via computer.
- Scan and file assorted reports.
- Conduct research and compile data.
- Prepare and word process (type) correspondence.
- Cover reception desk duties during receptionist's breaks.

Every employee of the Board of Elections, in addition to his or her regular duties, shall at any time and from time to time perform other duties as may be assigned to him/her from time to time by the Board of Elections, in addition to or in lieu of his or her regular duties. Certain functions may become the exclusive responsibility of the Senior Clerk Stenographer.

The aforementioned activities outline many of the duties/responsibilities of the referenced position. It is not a comprehensive list of the duties/responsibilities associated with the position but, rather, a general guide for the position. In addition, the Senior Clerk Stenographer shall at any time and from time to time perform other duties as may be assigned to him/her by the Board of Elections in addition to, or in lieu of, his or her regular duties.

Knowledge, Skills & Capacities:

An understanding of the principles, practices and techniques of office administration; ability to carry out assignments and work independently or as part of a group; ability to accept and effectively respond to inquiries; ability to conduct research and collect data; strong communications (both oral and written) skills are essential. Person must exercise discretion and have an understanding of appropriate business/office etiquette as well as possess solid interpersonal skills including an ability and desire to work effectively and professionally with staff and the public; must be well-organized, detail-oriented and meticulous in the performance of his/her duties. Individual must be knowledgeable and experienced in the use of personal computers including spreadsheet (Excel), word processing (MS Word) and "e-mail" applications.